

SECRET

Executive Registry

77-1638

16 June 1977

MEMORANDUM FOR: See Distribution

SUBJECT : Status Report on Pending DCI Requirements

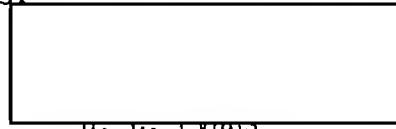
REFERENCE : ES 77-6 dtd 3 May 77; Subject: Servicing
DCI Requirements and Your Needs

1. Since the confirmation of the DCI, this office has maintained a record of the requests the Director has made for information and materials.

2. Nearly all of the DCI's requests are actionable items and if he does not indicate a suspense date on these requests, we do for him. As explained in the reference, if you are unable to meet the suspense date our offices have mutually negotiated, please call us.

3. Almost daily we are in contact with your office to determine the current status of a DCI request. We either make personal contact by phone or office visit with the person in your office designated to monitor suspense items or we send written reminders. In addition, on a weekly basis we provide an update on the Pending DCI Requirements to the DCI and DDCI.

4. I have just reviewed our records and they indicate that a suspense date was established and is now past due on the item(s) attached. Would you please note and return to me on the attached the status of the pending DCI requests.

D. C. Evans
Executive Secretary

Attachment

25X1

(EX-REGISTRY FILE M-10-2)

Regraded Unclassified

when separated from the original document

Approved For Release 2004/03/26 : GIA-RDP80M00165A001000250014-2

Classified attachment(s).

SECRET

25X1

Distribution:

Orig - ES Chrono
1 - AD/DCI/IC for action
1 - AD/DCI/NI " "
1 - ADDI " "
1 - ADDO " "
1 - ADDS&T " "
1 - ADDA " "
1 - D/GC " "
1 - A/DCI/PA " "
1 - SA/DCI [redacted] for info
1 - A/DDCI [redacted] for info
1 - ER

25X1

25X1

ES [redacted] cs (17 June 77)

25X1

Approved For Release 2004/03/26 : CIA-RDP80M00165A001000250014-2

Next 9 Page(s) In Document Exempt

Approved For Release 2004/03/26 : CIA-RDP80M00165A001000250014-2